

Figure 4

Degree Completion Contract

Name _____ Date Assigned _____

Position _____

1. I expect to complete my degree by (required within 1 year of assignment). These courses are required to complete my degree:

Courses Required	Start Date	End Date	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Before attending college courses and receiving 100 percent tuition assistance, I will take these tests:

CLEP/DANTES Tests	Date Scheduled	Results (P/F)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. If I do not pass the required CLEP/DANTES tests, I will complete the required courses through a local college according to the following schedule:

Courses Required	Start Date	End Date	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Based on the education services office evaluation, I will complete my degree on _____

5. If it becomes necessary to change or update this contract, I will notify my supervisor (_____) and commander (_____)

Instructor Signature/Rank//Date

Supervisor Signature/Rank//Date

Commander Signature/Rank//Date

Note: If the degree completion date is extended, the supervisor and commander must review and sign.